

Laboratory Analyst - 2721

Primary Reason Why Classification Exists

To perform routine technical laboratory work in the analysis of treated water and wastewater samples

Distinguishing Features of the Class

An employee in this class is responsible for performing a variety of standardized laboratory tests and analysis of water and wastewater, industrial wastes, and by-products of the treatment processes. Work includes providing reliable analytical data for reporting NPDES requirements, assessing plant operations, helping to identify plant problems and solutions, setting up viable sampling points, maintaining accurate records and quality control, assisting in meeting and maintaining efficient and consistent plant operations, and assisting in providing safe drinking water and adequate wastewater treatment. Employee performs bacteriological testing, chemical testing, and technical laboratory clerical work. Work is performed under the direction of a senior laboratory Analyst or Chemist or plant manager and is evaluated on the basis of productivity, accuracy of analyses and reports, and overall review of test results.

Illustrative Examples of Work

- Calibrates lab instruments on a daily basis
- Collects water and wastewater samples at water and wastewater plants, streams, and surface water areas
- Prepares, standardizes, labels, and dates solutions and reagents
- Analyzes samples for bacteria count using standard laboratory methods
- Interprets laboratory tests and prepares required reports
- Maintains records and reports; creates worksheets, maintains files, and logs data into computer; updates standard operating procedures
- Performs maintenance, cleaning, and minor repair on lab equipment
- Performs related work as required

Knowledge, Skills, and Abilities

- General knowledge of modern laboratory techniques, materials, and equipment, including those used in standard chemical and biochemical analysis of water and wastewater
- General knowledge of the principles of organic and inorganic chemistry
- Ability to prepare reagents and assemble laboratory apparatus for chemical and biochemical analysis
- Ability to collect water and wastewater samples, and perform necessary laboratory tests
- Ability to prepare and maintain accurate records and reports
- Ability to understand and carry out oral and written directions

Physical Requirements

Work in this position is light to heavy work exerting up to 100 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee stands or sits the majority of the time but also takes field sampling of raw and treated water sampling as well as wastewater sampling from various sites. Employee

must have the visual acuity to prepare and analyze data and figures, operate a computer terminal, and use measurement devices.

Working Conditions

This employee is subject to inside and outside environmental conditions. Employee is subject to workplace hazards including extreme heat and cold, electrical current, flames from burners, acids, ammonia, chlorine, and other hazardous substances and chemicals found in water and wastewater laboratory setting. Employee is exposed to oil and greases, sludge, bacteria, and blood borne pathogens. Employee is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation and may be required to wear protective clothing and body shields for protection.

Education and Experience

Graduation from high school or GED equivalency and 1 - 2 years laboratory bench work experience preferably in a municipal water or wastewater plant environment. An Associate's degree in chemistry, biology, or other related science field is preferred.

- **Laboratory Analyst I** - some experience in a wastewater treatment facility. Must be certified at the Laboratory Analyst "I" level or ability to obtain within one year of employment
- **Laboratory Analyst II** - 1 - 2 years' experience in a wastewater treatment facility. Must be certified at the Laboratory Analyst "II" level or ability to obtain within one year of employment
- **Laboratory Analyst III** - 2 - 3 years' experience in a wastewater treatment facility. Must be certified at the Laboratory Analyst "III" level or ability to obtain within one year of employment
- **Laboratory Analyst IV** – 4 or more years' experience in a wastewater treatment facility. Must be certified at the Laboratory Analyst "IV" level or above or ability to obtain within one year of employment

Special Requirements

- Valid North Carolina drivers license
- Grade I Wastewater Certificate, or ability to obtain within 1 year
- Laboratory Analyst Certificate I, or higher

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule).

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be

interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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